

Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		30-09-2024 01:10:34
Tender Code	SE/VC/TECH/14/2024-25	
Tender Type	Works Tender	
Type Of Bid	Single Bid	
Description	Providing Catering Services at MSEDCL ,Vashi circle office , administrative Building , Vidhut', 1nd Floor, Plot No.5, Sector 17, Vashi,	
Estimated Cost (In Lakhs)		
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	500	
GST In INR (@18% on Tender Fee: SAC No.	90	
Total Tender Fee Amount including GST in INR.	590	
Contact	shri Ramling Bele , 8879625012 ,sevashi@mahadiscom.in	
Pre-Qualifying Req	as per tender doc	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Human Resource Department	
Office Type	CIRCLE	
Location Type	Vashi Circle	
Designation	Executive Engineer(Distribution)	
Pre-Bid Meeting Address	ashi circle office , administrative Building , Vidhut', 1nd Floor, Plot No.5, Sector 17, Vas	
Bid Opening Address	ashi circle office , administrative Building , Vidhut', 1nd Floor, Plot No.5, Sector 17, Vas	
Version No	1	
Call for Deviation	NO	
Is Annexure C1 Applicable	NA	
Is Manufacturer Applicable	NO	
Is Trader Applicable	NO	
Minimum % of Offered Quantity	NA	
Is Power Supplier Applicable	NO	
Tender Sale Start Date	30-09-2024 14:00	
Tender Sale End Date	15-10-2024 23:50	
Bid Start Date	30-09-2024 15:00	
Bid End Date	15-10-2024 23:55	
Pre-Bid Meeting Date	04-10-2024 04:00	
Techno-Commercial Bid opening on	16-10-2024 11:00	
Price Bid opening on	16-10-2024 11:00	

Annexure C1 Opening Date	NA
Winner Selection Date	17-10-2024 11:00
Can Bidder Opt EMD Exemption	N



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.

Office of Superintending Engineer, Vashi Circle,,
Vidhut', 1st Floor, Plot No.5, Sector 17,
Vashi, Navi Mumbai – 400703
Email ID:- sevashi@gmail.com .

TENDER NO. SE/VC/TECH/14/2024-25

Providing Catering Services at MSEDCL ,**Vashi** circle office ,
administrative Building , Vidhut', 1st Floor, Plot No.5,
Sector 17, Vashi, Navi Mumbai – 400703

Bid Submission date from 30.09.2024 upto 23:00 hrs
Tender will be opened online at 14.10.2024 at 11.00 Hrs
E.M.D. ₹ 1000/-
Price ₹ 590/- Per copy (including GST)

Dy, EE (P)

EE(ADM)

Sr. Manager (F&A)

SE Vashi

Prepared by

Checked by

Audited by

Authenticated By

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.**TENDER NO. SE/VC/TECH/14/2024-25**

Name of work :- Providing Catering Services at MSEDCL ,Vashi circle office , administrative Building , Vidhut', 1st Floor, Plot No.5, Sector 17, Vashi, Navi Mumbai – 400703

Check list

Sr. No.	Particulars	Comments of the Bidders
1	Purchase of Tender ; Please quote Money Receipt No. & Date / online payment details (if paid online) against which Tender is purchased	
2	Earnest Money Deposit If EMD paid in cash please quote money receipt No. & date and upload money receipt. If EMD paid online, transaction receipt may please be uploaded with self-attestation. No EMD Exemption will be given to MSME, or any other certificate holders. Also, No EMD Exemption will be given to Berojgar Sahakari Sanstha/unemployed Engineers or any type of registered contractors.	
3	Type of Concern : Whether the unit is Proprietary / Partnership / Private Ltd. Or limited Company, Please furnishes the documentary evidence for the same. Authorization details.	
4	Valid Registration under Shop and Establishment act.(copy to be attached)	
5	Past Performance :Whether you have minimum 1 years experience for running the canteen in reputed establishment / Government Offices / Undertaking having more than 50 employees. (Attach copy thereof)	
6	License under Contract Labour Act (R & A) Act , 1970 (Please enclose a copy)	
7	ESIC registration (ESIC Code) (Please enclose a copy)	
8	GSTIN Registration certificate (Please enclose a copy)	
9	Registration under PF (PF code) (Please enclose a copy)	
10	Pan Card details	
11	Eating House license under :- Bombay police Ad/ Municipal Ad / FDA Act.	

Signature of Contractor
(Upload this page dully filled up)

INDEX

Name of work: Providing Catering Services at MSEDCL ,Vashi circle office , administrative Building , Vidhut', 1nd Floor, Plot No.5, Sector 17, Vashi, Navi Mumbai – 400703

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MAHARASHTRA STATE ELECTRICITY Distribution company

Name of work: - Providing Catering Services at MSEDCL ,Vashi circle office , administrative Building , Vidhut', 1nd Floor, Plot No.5, Sector 17, Vashi, Navi Mumbai – 400703

BIO DATA PROFORMA

1. Name of the Tenderer / Party (in full) :
2. Type of Organization (Proprietary / Partnership/ Public Ltd. Co.) :
3. Name(s) of Proprietors/ Partners/ Directors :
4. Address :
- Telephones Nos. :
- Office :
- Residence :
5. Name of Contact person (with designation) :
6. Date of commencement of the business :
7. **Annual turnover for the past 3 years** :
8. Details of facilities / equipments/accessories owned by the tenderer required for providing canteen services (attach separate sheet if necessary) :
9. Name of Manager or other representative :
10. (a) Registration No.
Under shop establishment Act
1948 issued for canteen services :
- (i) As a Catering Contractor : _____
- (ii) Co-operative Society Registration
(In case of co-operative Society)
- (b) GSTIN No. : _____

- (c) Income Tax No. (With clearance : _____
certificate valid on due date)
- (d) E.S.I. Code No. : _____
- (e) P.F. Code No. : _____

11. Details of contracts held with other large :
establishment office canteens for the last
5 years

12. (a) Duration of contract with annual turnover. : (b)
Quantum and scope of work :

(c) Full postal address of the Clients :

(d) Name Rank of the Officer in charge with :
Telephone No.

I hereby declare that the above details are correct.

Signature & Stamp of Tenderer



Short e -Tender Notice

E-Tenders are invited from Contractors experienced, registered with, Government / Semi Government Department appropriate class & with MSEDCL for following works: -

E-Tender No	Name of work	Time Limit	Estimated Amount (Excluding GST) in Rs.	EMD Amount (Rs.)
SE/VC/TECH/14/2024-25	Providing Catering Services at MSEDCL ,Vashi circle office , administrative Building , Vidhut', 1 st Floor, Plot No.5, Sector 17, Vashi, Navi Mumbai – 400703	12 Months	---	Rs.1,000.00

The detail tender notice and documents for above works are available at our web site www.mahadiscom.in. The blank tender cost is to be paid online and EMD is to be paid either in cash in the office of Superintending Engineer, Vashi Circle or alternatively EMD to be paid through online payment on or before prescribed date and time mentioned in the e-Tender. Online sale period is from 30.09.2024 to 14.10.2024 and date of online submission of tender is 14.10.2024 upto 23.00 Hrs. If possible, the tenders will be opened online on 15.10.2024 at 11.00 Hrs. Right to reject any or all tender without assigning any reason is reserved.

Engineer

Circle

Superintending

MSEDCL, Vashi

TENDER NOTICE

Sealed and super scribed percentage rate are invited in two sealed covers i.e. pre-qualification bid and price bid in electronic bidding system (E- Tender) from the reputed Contractors for the following -

1 Tender Specification No. **TENDER NO. SE/VC/TECH/14/2024-25**

2. Name of work: Providing Catering Services at MSEDCL ,Vashi circle office ,administrative Building , Vidhut', 1nd Floor, Plot No.5, Sector 17, Vashi, Navi Mumbai – 400703.

3. Earnest Money Deposit: Rs. 1,000

4. Time Limit : 12 (Twelve) months

5. Security Deposit: Rs.5,000/-

6. Pre-qualification conditions :

(A) The contractor should have minimum 1 years experience for running the canteen in large and reputed establishment / Government Offices / Undertaking having more than 50 employees at one place.

(B) The Contractor shall be required to submit following valid documents

(1) Shop and Establishment licenses for canteen.

(2) Licenses under food safety & standard Authority of India Act 2006.

(3) Experience certificate issued by officer not below the rank of Superintending Engineer or equivalent rank of the organization.

(4) License under contract labour (R & A) Act, 1970 issued by Govt. of Maharashtra / India

(5) Registration of PF (PF Code) under canteen establishment.

(6) Registration of ESIC (ESIC Code) under canteen establishment .

(7) GSTIN Registration certificate

7. The blank tender form can be downloaded from the c o m p a n y 's website by making a payment of Rs. 590/- (Rs. Five hundred Ninety only) in cash or DD of any nationalized bank in the name of ` Superintending Engineer, Vashi Circle , Maharashtra State Electricity Distribution Company Limited ` payable in Navi Mumbai or by online payment facility .

8. The earnest money shall be paid along with the tender by Demand Draft/Bank Guarantee in favour of Superintending Engineer , MSEDCL drawn on any Nationalised / Schedule Bank situated in Mumbai/Thane. Tenders submitted without EMD are liable to be rejected.

9. The tenders in duly completed and sealed shall be uploaded on or before 06.10.2024 up to 23:00 hrs.

10. Right to relax any of the pre-qualifying condition and to reject any or all tenders without assigning any reasons whatsoever is reserved by the undersigned.

**Superintending Engineer
MSEDCL, Vashi Circle**

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.**Instructions to Bidders****(ONLY THROUGH ELECTRONIC BIDDING SYSTEM)**

1) Digitally Secured and percentage rate BID are invited (pre-qualification bid and price bid) through electronic Bidding system (E-BID) by the Superintending Engineer Vashi Circle from reputed and resourceful Catering contractors having sufficient experience for running the canteen in large and reputed establishment / Government Offices / Undertaking having more than 50 employees for running the canteen at M.S.E.D.CL. Office premise under **MSEDCL** Online registration system for works and contracts and who fulfill the pre- qualifying conditions.

The pre-qualification bid and price bid shall be uploaded separately. The price bid of contractors who fulfills the pre-qualification conditions shall only be opened.

2) Particulars of works: Providing Catering Services at MSEDCL ,Vashi circle office , administrative Building , Vidhut', 1st Floor, Plot No.5, Sector 17, Vashi, Navi Mumbai – 400703 .

3) Period of work : **12 months** .

4) Tenderer will have to pay Rs. 1000/- (Rs. One Thousand only) along with the Bid .

5) Contractor who will be awarded the contract have to pay **Security Deposit** amounting to **Rs. 5,000/- (Rs. Five Thousand only.)** In the form of Cash/FDR or demand draft. The same will be released after 3 months from the date of satisfactory completion of contract under scope of this tender.

6) Failure to furnish the prescribed Security Deposit **or** to execute the agreement Within the period specified in Clause No.6 above shall entail **forfeiture** of the earnest money and / or the cancellation of the contract / blacklisting of the contractor .

7) Tenders must upload the form of tender with schedules duly digitally signed. Any tender not bearing digital signature of the contractor on all pages and the documents accompanying the tender is liable to be rejected.

8) Tenders which do not fulfill all or any of the above conditions or incomplete in any respects are liable for summary rejection .

9) The tendered is expected to visit the premises and see for himself the furniture,

10) Equipment and materials available on the location before submitting the tender.

11) The submission of a tender implies that he has read and accepted all the instructions terms and condition of contract etc. and has made himself aware of the scope, local conditions and other factors bearing on running the canteen .

12) The Company will not allow increases in rate of any items after acceptance contract rates.

13) The contractor / firm must arrange for all transport of his materials and include all incidental costs in the rates quoted by him.

- 14) The tenderer should furnish along with the tender information regarding the catering services rendered by him/them in any other Government / Semi Government / Govt. undertaking department and upload copies of certificates in proof thereof.
- 15) The **rates quoted shall** be inclusive of all taxes and shall be **operative for years** from the date of starting of contract and shall not be permitted to change during contract period of year. Contractors are required to take care of market fluctuations in food ingredients while quoting the rates.
- 16) The tenderer shall note that the lowest offer shall not necessarily be accepted by the company. The decision for awarding the contract shall be taken by the Canteen committee considering the rates quoted and rate analysis, if necessary.
- 17) The contract or any part thereof shall not be sublet without the written permission of the **Superintending Engineer, VC** or his authorized representative. If it is found, the contract shall be cancelled forthwith.
- 18) The Maharashtra State Electricity Distribution Co. Ltd or their officers who accepts the tender, shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest nor to assign any reason, whatsoever for the rejection of any tender or all tenders.
- 19) **Tenders shall remain open for acceptance** subject to the provisions of Clause No.18 above for a period of **Four months** from the date on which they are due for submission or any other extended date for their receipt and during this period no tenderer shall be allowed to withdraw his tender. Any such withdrawal during the said period will entail forfeiture of the Earnest Money Deposit paid with the tender.
- 20) The tenders in which any of particulars and prescribed information are missing or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to be rejected. Tenders containing uncalled for remarks or any additional conditions are also liable to be rejected.
- 21) The contractor shall be solely responsible for possessing / complying submission of; (A) license under Contract Labor (Regulation & Abolition) Act 1970 and rules hereunder for the current period and other enactments that may be applicable
 (B) The registration under E.S.I.C Act,
 (C) The registration Certificate under GST
 (D) The minimum Wages Act 1948,
 (E) Factories Act 1948
 (F) Workmen's compensation Act 1923 and
 (G) Registration under E.F.P.F. Act, and Scheme 1952 or any other applicable legislation.
 (H) Valid income tax clearance certificate
 (I) P.F registration certificate
 (J) Eating House license from Municipal Authority / police / FDA
 (K) Service Tax Registration or other statutory rules and regulation
 whatsoever in force, so far as these are applicable. Any obligation in financial or otherwise, imposed under any statutory enactment, rules and regulations there under shall be sole responsibility of the contractor.
- 22) If required for verification of documents, this office may ask to produce the original

copies of all required documents for verification.

23) The completed BID documents shall be uploaded along with necessary Certificates/Documents duly digitally signed.

24) The Bidder should upload the required document on MAHAVITRAN Website <http://www.mahadiscom.in> after fulfilling the pre-qualification criteria and after quoting of the rates.

25) The Bidders should satisfy themselves before purchasing online BID that they meet all above qualifying criteria. The Bidder shall furnish the necessary documents in support for fulfillment of pre-qualifying criteria and other BID requirements.

26) The Bidders not fulfilling the criteria of submission of the Tender documents as specified in BID will be disqualified, the on-line purchase of Tender documents does not necessarily qualify the Bidders for acceptance of their BID.

27) For participation in the BIDs, online vendor registration is mandatory. For On line registration, agencies are requested to visit our Website to register themselves for this and future E-Tenders. All the Bidders are requested to get themselves registered in advance and no extension of time limit will be considered for the delay in on-line Vendor Registration.

28) BID Documents will neither be issued manually nor be sent by post or courier. Blank BID documents can be viewed and downloaded by registered intending Bidders online on website www.mahadiscom.in. from 25.09.2024 to 04.10.2024 after payment of non refundable BID fees of Rs.590/- by/cash/ Demand Draft/ E-payment directly to our MAHADISCOM's A/c. net banking. MSEDCL have integrated the net banking facility with our website for the purpose of E-payment. Those who wish to download BID documents by paying fees in the form of Demand Draft should physically submit the D.D. drawn on any Nationalized /Scheduled Bank payable at Navi Mumbai in favour of "MSEDCL., Navi Mumbai " in the office of the undersigned on all working days during the sale period up to 14.10.2024 @ 23.00 hours.

29) Pre-qualification bid and Price Bid duly filled in as per the procedure stipulated in the BID document and duly signed with digital signature will be received online from **30.09.2024 to 14.10.2024** It is advisable to submit the duly signed BIDs sufficiently in advance of due date & time so as to avoid last minute trafficking at server. The pre-qualification BIDs will be opened online on dtd. 15.10.2024, if possible. In case the above opening date happens to be a Public Holiday, the immediate next working day will hold good in lieu of the date mentioned. The price bid of those who fulfill the pre-qualification criteria shall be opened on the same day at 15.00 hours, if possible Please note that in no case the due date of sale and submission will be extended except the technical problems occurred in our web site. Please ensure your submission of bid well in time.

30) BIDs shall be submitted only online and not in person. BIDs sent by post/courier will not be accepted. The BIDs will not be accepted after due date & time of submission. During bidding if it is experience that Server down , poor/ No connectivity etc., the problem for bidding will be inspected and conformed from our IT department and on conformation necessary action will be taken from MSEDCL tendering authority. Only tenders of really competent contractors, who have adequate resources and specified experience in this field will be considered. The past and present performance of contractor shall also be inspected / verified by the company before issue of work order .

- 31) Further information required, if any, can be had from the office of the Superintending Engineer Vashi Circle but it must be clearly understood that the tenders must be received in order by the due date and time and according to the instructions.
- 32) These instructions to tenders shall also form part of the contract.
- 33) Conditional tender will not be accepted in any case.
- 34) The contractor should not that, in case the work is cancelled **by the company** before starting the work for any reason after placement of work order, only EMD / SD shall be refunded & no other claim in this respect shall be entertained.
- 35) Rates must be quoted in Rupees only

**Superintending Engineer
MSEDCL, Vashi Circle**

Signature and Address of contractor.

Special Conditions of Contract

1.0 Introduction

1.1 Maharashtra State Electricity Distribution Co. Ltd is Government formed company having their Administrative Offices

1.2 Being the bid for office premises for about **50 Nos of employees working** in premises, the well-equipped Canteen with adequate kitchen, pantry and other facilities required for the canteen.

1.4 The tea and coffee is only to be served on the employees table at 11.00 a.m. in The morning and 16.00 hrs in the afternoon, for officers, tea and coffee is Served for their Guest as and when required including Holidays, if required.

1.5 Drinking water shall be served by the contractor on the tables in the canteen without any additional charge

1.6 Canteen services shall be also made available on 2nd and 4th Saturday and Holidays, if required.

1.7 **The Canteen shall remain open during 9.00 hrs to 19.00 hrs daily.**

2.0 Definition of Terms:

2.1. The “Company” means Maharashtra State Electricity Distribution Company.

2.2. “Contractor” means the person or persons, firm or company or Co-operative Society whose tender has been accepted and contract has been awarded by the MSEDCL and includes the contractor’s legal heirs, his successor and permitted Assignee.

2.3. “Authorized Representative” means the person designated as such by the Companies And shall include those who are expressly authorised by the Companies to act for and on their behalf for operation of the contract / inspection of the canteen.

2.4. ‘Contract’ means if there is formal agreement, that agreement, the terms and Conditions, the rates of items signed and submitted by the contractor to the Company and accepted by the Company in writing and also any subsequent documents agreed between the Company and the contractor.

2.5. Words imputing persons include firm and corporation, words imputing the Singular only will include the plural and vice versa, where the context so required.

3. Scope of work

The work covered by this tender shall be for running the canteen for M.S.E.D.C.L’s Administrative Building.

4.0 Space:

4.1. MSEDCL shall provide necessary space for running the canteen free of cost, however, the contractor shall have to pay the **nominal rent Rs.200/- per annum.**

4.2 The space given to the contractor will not create or deem to create any right to The contractor in the premises given to him for operating the canteen either as a Tenant lease or licensee or otherwise and the contractor should agree that he will not claim any right as a tenant, lease or licensee of the premises in which the Canteen is operated. Further the contractor agrees that he will immediately vacate the premises on termination of contract as mentioned before

Above items of furniture, kitchen equipment such as tables, chairs, canteen etc. are provided free of cost initially. The inventory of such articles shall be signed by contractor as a conclusive proof of having received these articles from the company. The Contractor shall provide the replacement of these articles at his own cost for the normal wear and tear, loss or misplacement from time to time at reasonable intervals and he shall return all the articles mentioned in inventory in good condition at the time of termination of the contract.

The contractor shall take utmost care to preserve the equipments/ facilities provided by the Company in good working condition. Contractor at his own cost shall arrange the maintenance and repairs of the kitchen equipments.

5.0. Canteen Electricity bill should be paid by you from time to time.

6.0. **Fuel:** - The contractor has to make his own arrangement for fuel such as gas, kerosene, diesel etc. For any scarcity / No supply/ disruption etc, no compensation shall be given by the board on fuel charges. Coal will not be permitted to be used as fuel.

7.0. **Food:** The contractor shall have to make his own arrangement at his own cost for raw Materials and working capital for preparation of victuals and pay the remuneration to his own employee and bear the incidental costs in conducting of the canteen and shall not be entitled to any reimbursement on that account by the MSEDCL.

The contractor shall at his own cost maintain adequate stocks of food grains, grocery and other eatables up to the satisfaction of the authorities and for efficient running of the canteen.

8.0. In the event of shortage of water supply, the contractor has to make proper arrangement for storing water in sufficient quantity for drinking; cooking and washing purpose at his own cost and follow the instructions of Company.

9.0. If the MSEDCL or its representative is **not satisfied with the service** or conduct of any of the employees of the contractor for any reason whatsoever, the contractor shall **remove such employees** from the Companies premises.

10.0 **Quality, Quantity and Menu:** The company shall **fix menu display boards** in the said premises showing the rates, quality & quantify of food to be supplied, and timings of meals etc. All preparation shall be made from the good quality materials and quantity shall be as indicated in the items/rate as mentioned in Annexure. B. It will be the responsibility of the contractor to maintain the standards of quality and quantity of food- stuff and other items and to provide efficient and satisfactory supply and services in accordance with the Companies requirements from the time to time and the contractor shall comply with all directions given in this behalf by the Companies from time to time. The rates shall not be changed from the rates offered and accepted in tender for next 24 months.

11.0. **Both Veg. and Non – veg items** shall be served in the canteen. However, veg Food as well as non – veg food shall be prepared in separate kitchen and care shall be taken by the contractor to ensure that the separate utensils are used for preparation & storage of veg and non-veg food.

12.0. The rates shall be uniform for all i.e. Companies regular staff, trainee, apprentices and bona fide visitors. No unauthorized person should be served with food items prepared in the canteen. Prepared food shall not be permitted to go outside the Board's premises except with the specific authorization by the Board. (i.e No out side (Private Person is allow to service in canteen)

13.0. Any new item which contractor desires to introduce in the canteen, may be done after fixing the prices in consultation with Competent Authority.

14.0. The contractor shall prepare and offer clean and wholesome preparation in the canteen. The victuals (**preparations & supply of food**) shall be liable to **periodical inspection by the medical inspector** or the Bombay Municipal Corporation or Company representative/ canteen committee members. The authorities may reject or prohibit the supply of any preparations that may be considered unsuitable, unwholesome or unfit for human consumption and on such rejections or prohibitions the contractors shall immediately remove such items of preparation and replace them with acceptable qualities of victuals in the canteen and meet normal demand of the staff during the working hours of the Company.

15.0. The **canteen premises, kitchen, washing place**, hand washbasin etc. all be **cleaned and washed regularly** with disinfectants by the contractor at his own cost. Regular fortnightly pest control treatment shall be carried out in the entire canteen premises at his own cost. Sufficient liquid soap shall be filled daily in the containers fixed in the washing place for use of users at his cost. The victuals in the canteen shall be covered under fly proof and rat proof receptacles, which shall be replaced from time to time whenever, required by the Company representatives/ canteen committee member.

16.0. **Staff:**

16.1. The contractor shall engage a competent Manager or himself to supervise the running of the canteen and shall normally be available to the representative of the Company as and when required. The contractor shall not permit the use of canteen by any other person by the way of subletting.

16.2. The contractor shall **keep adequate number** of well-experienced and trained staff to ensure satisfactory services at the stipulated timing for providing tea/ coffee on each floors **waiters for serving** snacks/ lunch **in the canteen** premises as per the requirement of the Company

16.3. The contractor shall provide adequate number of employees in the canteen so as to render effective services to the staff normally taking advantage of the canteen. The contractor shall pay wages to his own employees in conformity with minimum wages act or any other laws applicable to the employees. The contractor shall comply with all other laws governing the service conditions of his employees and running of canteen. Whenever required by the representative of the Company, payment of wages to the employees. The contractor shall be made in the presence of the Company representatives. The contractor shall maintain a permanent record in the form of Muster Roll/Pay Roll and other Registers required by law and present them to the representatives of the Company whenever so required.

16.4. The Contractor shall ensure that all the times persons appointed by them to serve in the said premises are physically fit and free from any disease, injury or illness contagious or otherwise. In order to ensure healthy, hygienic and clean services are maintained. Also they should **wear clean and neat hand gloves, Apron, Head cap, uniform** while on duty at all times.

16.5. The contractor must ensure that **staff employed is medically examined** at their own cost before employment through Civil Surgeon. Thereafter, the contractor Will have to ensure that their staff is periodically examined at intervals as Specified by the Company.

16.6. The contractor shall ensure that the person or persons appointed or to be appointed by them for service in the said premises do not suffer from **any legal disqualification** for service by reasons of his age or any law or statute in force or any other reasons whatsoever,

16.7. If the Company is not satisfied with the service or Conduct of any of the employee of The

contractor for any reasons whatsoever, the contractor shall remove such Employee from the Company premises.

16.8. All staff employed by the contractor shall be the contractor's employee for all intents and purposes.

16.9. The contractor shall be responsible for his **employee's mischief**, including any malpractice or deliberately damaging Company Machinery/property and Involvement in any criminal offences.

16.10. The employees of the contractor shall be liable to search by the Company security or any other officer of the Company and shall have to strictly observe the Company direction relating to cleanliness, **wearing of uniforms , identification badges etc.**

16.11. The contractor workmen shall wear **neat and clean uniforms** while on duty at all Times. The contractor shall provide at least 2 sets of uniforms. (The Company shall approve Color) If the uniform is not provided to the workers, the Company will provide the same and the amount will be recovered from the Security Deposit or bills due to the contractor.

17. The **ingredients** used for preparation of food items **shall be free from non eatable things** such as shall stones, dust, soil, plastic waste etc. & contractors has to take care of cleaning the ingredients before use.

18. The contractor shall make his own arrangement for utilization of solar cooking If required.

19. The canteen **committee shall fix** up the guidelines compatible with "A" grade Hotel for food items to be served in canteen regarding **taste, texture, Crockery for serving food items.**

20. The orders placed by the officers for food items shall be properly baked & \ **served hot and promptly within 15 min.** If complaint received from officers to the committee & found reasonable, incidence will be changed to the contractor.

21. **Sweeping and Cleaning :**

The contractor shall keep the **canteen premises in clean and neat** condition including kitchen, W.C, washing places, windows, doors, dining hall and surrounding in the premises of canteen. The kitchen shall be cleaned daily and waste materials shall be disposed off outside the premises. The furniture and equipments also shall be cleaned with detergent and arranged properly. If the cleaning is not done properly, the same work will be carried out by the Company on risk and cost of the contractor & **fine of Rs.5000/- will be charged.**

22. Contractor shall **not use & serve the stale food or inferior quality food.** If complaint received towards canteen committee regarding the same and found reasonable, **fine** will be charged for every such incidence and decision of committee will be final and binding on the contractor.

23. The contractor has to observed MCGM rules for **disposal of solid waste** of food for which no extra cost will be paid by the company.

24. The contractor shall comply with all Central, State and Municipal laws and rules concerned to commercial canteens and the staff engaged by them.

25. The Contractor shall **pay minimum wages** as prescribed by GoM to each Worker Employed by him as Contract labour and such wages are to be paid within prescribed period and without any deduction other then the deduction mentioned under the payment of wages Act-1948.

29. The Contractor shall pay the compensation under **Workmen's Compensation Act** in case of an accident rising out of and in the course of employment is paid to the laborers' in question during the contract period.

30. The contractor shall also pay towards the statutory deductions like ESIC contribution of employers and employees contribution under the ESI Act, Provident Fund and any other liabilities in respect of his canteen employees, if any and reimburse to the company as a principal employer as required under various laws applicable to Canteen workman.

31. The contractor shall take all the approvals of Local Authority, Health Department/ Food permits / Licenses in respect of the canteen and shall hand over to the authorized representative of Company at the time of termination of contract or whenever so required. The annul charges towards Health license shall be paid by company

32. Assignment or Subletting of contract :

The contractor **shall not assign or sublet** the contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the written permission of the Company. The contractor shall not make use of the premises for any illegal / immoral or unlawful purpose.

33. The contractor will be deemed to have satisfied himself so as to the nature of site, local facilities of access and all matters affecting the execution of the contractual obligations. No claim for extra charges consequent on any misunderstanding or otherwise will be allowed.

34. The purpose of running the canteen for the use and benefit of Company employees for the period of two years. However, **contract may be renewed for further period** on the same terms and conditions if mutually agreed by both the parties and if the performance during the contract period is satisfactory. The contractor **shall execute an agreement** with Company **to run the canteen for a period years** and thereafter till the period up to which the agreement is terminated by either of the parties after giving one calendar month's notice. Also the contract can be terminated at any time during the contract period by giving one calendar month's notice on either side. However, in the event of any serious complaint received from the staff of the Company against the contractor or in the opinion of the Company, it would not be desirable to continue running of the canteen by the contractor or in the opinion of the Company, the running of the canteen by the contractor is prejudicial to the interest of the Company. The Company decision being final on these points, this contract shall be terminable without notice and without compensation in lieu of the notice and reasons whatsoever. The contractor shall hand over all such premises together with furniture's, fixtures and all other articles as per the inventory to the Company representative. In such an event, the Security Deposit paid shall be forfeited.

35. No Compensation for alternation in or restriction of work:-

If at any time from the commencement of the contract, the Company for any reasons whatsoever does not require the whole or part of the services as specified in the contract, the authorized representative of the Company shall give in writing of the fact to the contractor who shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which might have derived from the fulfillment of the contract in full, but he did not derive in consequence of the full contract having not been carried out, neither shall he have any claim for compensation by the reason of any alternations having been made in the original contract.

36. **No compensation for loss due to strike, boycott etc.** During the course of Contract period if any strike is declared or due to any reasons if employees boycott the canteen facility and if contractor losses the business. The contractor shall have no claim for any payment or compensation whatsoever on account of profit or advantage which he might have derived from the running of canteen during that period.

**Superintending Engineer
MSEDCL, Vashi Circle**

AGREEMENT PROFORMA

This agreement made at Mumbai this _____ day of _____ Two thousand _____ between _____ (hereinafter called 'The contractors' which expression shall unless excluded by or repugnant to the context include its successors or permitted assigns) of the one part and the Maharashtra State Electricity Distribution Company Limited (Hereinafter called 'The company' which expression shall unless excluded by or repugnant to the context includes its

successors and assigns) of the other part whereas the Superintending Engineer , Maharashtra State Electricity Distribution Company Limited, Mumbai invited tender according to the powers held by him as per rules for the work of Running of MSEDCL's office canteen at vashi Circle Office in accordance with the specifications, annexed therein and whereas the said tender was accepted by the Maharashtra State Electricity Distribution Company Limited under letter of intent No. _____ and work order No. _____ placed with the said contractor on the terms and conditions specified in the tender and aforesaid work order of the Company and on the conditions of the contract as specified in the tender documents of the Maharashtra State Electricity Distribution Company Limited attached with the tender.

NOW THE AGREEMENT witnesses and it is hereby agreed and declared as under :

In consideration for running of canteen at & work order placed with contractor on the terms and conditions specified in the contract, the contractor hereby covenants with the Company that he shall and will duly provide prepared food & services thereof under this contract mentioned and described or which are implied there from or may reasonably be necessary for running of canteen subject to the terms and condition and stipulations contained in this contract.

The contractor shall undertake the work of Running of canteen as mentioned and described in the contract as per specifications and tender accepted vide letter of intent no. _____ & work order no _____ and will operate the same for _____ period years in accordance with specifications and conditions annexed.

The contractors shall indemnify the company for all claims for injury caused to any person, whether workmen or not. While in upon the works or the site and the said company shall not be bound to defend any claims brought under the workmen's compensation Act and the contractor shall be liable for any such claims. This agreement shall valid during the currency of contract period including extension of time limit if any, whichever is later.

The aforesaid company's letters along with tender submitted by the contractor and with his acceptance letter _____ and the Tender documents for _____ shall be deemed to be the part of this contract The said papers are signed by _____ for and on behalf of the contractor and by _____ for and on behalf of the company for the purpose of identification and annexed herewith as schedule.

- 1.
- 2.

IN WITNESS WHEREOF the parties here to have signed this Agreement of the data respectively mentioned against their signature.

Signature and Delivered by duly constitute attorney

For and on behalf of the contractor, in the presence

Of _____

- 1.
- 2.

Signed and delivered by

- 1.
- 2.

Maharashtra State Electricity Distribution Company Limited And on behalf of Maharashtra State Electricity Distribution Company Limited

In the pre presence of

- 1.
- 2.

Note: The value of Stamp paper for agreement is Rs. -----/-.

Procedure for finding out lowest bidder for canteen

- 1) Contractor has to quote for each item of food material in Annexure 'A' for items 1 to 41
- 2) Rates must be quoted in Rupees
- 3) No claim for quantity of consumption of items considered on Any account.
- 5) Average rate for below listed items in Table which will be considered only for deciding lowest Bidder.
- 6) The lowest sale amount so derived in Table will be considered for only finalizing of lowest bidder.

PRICE BID

MEMORANDUM OF TENDER DECLARATION

TENDER NO.SE/VC/TECH/14/2024-25

Annexure 'A'

Name of work : Providing Catering Services at MSEDCL ,Vashi circle office , administrative Building , Vidhut', 1nd Floor, Plot No.5, Sector 17, Vashi, Navi Mumbai – 400703

Sr.No.	Item Description	Qty	Rate	Rate quoted by Agency (in Rs)
1	Tea	70 ml	5	
2	Filter Coffee	70 ml	10	
3	Nescafe Coffee	70 ml	15	
4	Biscuits	-	As per Market Rate	
5	Butter Milk	150ml	10	
6	Cold Coffee	-	As per Market Rate	
7	Chiwada (Farali)	50 gms	12	
8	Batata Vada Chatni/ Sambhar	2 nos (200 gms)	25	
9	Batata Vada Usal	2 nos (200 gms)	25	
10	Idli Sambhar Chatni	2nos (200 gms)	25	
	Medu Wada Sambhar	2 nos (200 gms)	25	
12	Bhaji/ Mix Bhaji	150 gms	25	
13	Misal	200 gms	18	
14	Usal	150 gms	15	
15	Kanda Poha	100 gms	15	
16	Upma	100 gms	20	
17	Shira (Sweet)	100 gms	20	
18	Batata Baji	100 gms	25	
19	Curd	1 plate (100 gms)	12	
20	Dal,Rice,Papad,	100 gms	25	
21	Puri Bhaji	5 nos (100gm)	30	
22	Chapati Bhaji	3nos (100 gms)	25	
23	Puri	1 Plate	15	
24	Rice Plate(5 Nos Puri)/3 Chapati Rice 200 gm, Bhaji or Usal Vati, 1 Vati Dal, Papad, Curd 50gm	1 Plate	50	
25	Pav	1 nos	2	
26	Plain Rice	1 plate	15	
27	Special Bhaji	1 plate (200 gms)	35	
28	Sabudana Wada	2 nos (100 gms)	25	
29	Sabudana Khichadi	1 plate	25	
30	Veg Pulav, Papad, Pickle, Usal	1 plate	40	
31	Onion Uttapa	1 nos	25	
32	Masala Dosa	1 no	25	
33	Egg Omlet (single Pav)	1	25	
34	Egg Burji (2 Pav)	1 plate	35	
35	Mutton Masala	1 plate	75	
36	Chicken Masala	1 plate	55	
37	Fish Curry	1 plate	70	
38	Fish Fry	1 plate	70	
39	Egg Curry (Single /Double)	1 plate	25	

39a	Egg Curry (Double)	1 plate	30	
40	Chicken Biryani	1 plate	70	
41	Kanda/ Gol Bhaji	1 plate	25	

I / We declare that I / We have made myself / ourselves thoroughly conversant with the tender terms & conditions & local conditions & duration on which my / our rates for the work are based.

I / We have gone through and apprised myself / ourselves of the various items and rate covered under in the Annexure 'A' quantities and the rates.

**Name of Tenderer Firm
& Address**

**Signature of Tenderer
With Seal name & Date**

LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40202809 Canteen expenses	ADM 002	Days	996336	1		null

Required Documents (To be uploaded online)				
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Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	PRICE BID	Price Section	40202809 Canteen	PRICE BID
2	tech bid	Technical Section	40202809 Canteen	upload tech bid
3	EMD RECEIPT	Commercial Section		upload EMD RECEIPT